

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
WASHINGTON, D.C. 20202-2649**

**1999 APPLICATION KIT FOR NEW GRANTS
UNDER
THE REHABILITATION SERVICES ADMINISTRATION**

CAPACITY BUILDING FOR TRADITIONALLY UNDERSERVED GROUPS

CFDA NUMBER: 84.315A, 84.315B, 84.315C

**FORM APPROVED
OMB No. 1820-0018, EXP. DATE 8/31/2001**

ED FORM 424, 04/88



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**CLOSING DATE:
MARCH 24, 1999**

TABLE OF CONTENTS

SUBJECT	SECTION
Dear Applicant Letter	A
Division of Resource Development: Competition Manager	B
RSA Regional Office Representatives	C
Notice Inviting Applications for New Awards	D
Sections 21 of the Rehabilitation Act, as amended	E
Selection Criteria for Applications	F
Application Transmittal Instructions	G
Application Forms	H
Part I; Federal Assistance Face Page (424)	
Part II; Budget Information	
Part III; Program Narrative	
Part IV; Assurances, Certifications, Disclosures Assurances - Non-Construction Programs;	
o Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements;	
o Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction; Disclosure of Lobbying Activities	
Important Notices	I
o New Provision in the Department of Education's General Education Provisions Act (GEPA)	
o Notice to Prospective Participants in the USDE Contract and Grant Programs	
o Notice Regarding Executive Order 12372 and Listing of State Single Points of Contact	
Application Check List and Common Questions and Answers	J

REHABILITATION SERVICES ADMINISTRATION

Dear Applicant:

The Secretary invites new applications under the Capacity Building for Traditionally Underserved Populations Program. Please take a few moments to read this letter carefully as it includes important information related to the grant competition .

The purpose of the Capacity Building for Traditionally Underserved Populations Program is to improve services provided under the Rehabilitation Act of 1973, as amended (Rehabilitation Act Amendments of 1998), especially services provided to individuals from minority backgrounds, and to provide outreach and technical assistance to minority entities and Indian tribes to enhance their capacity and promote their participation in activities funded under the Act. Section 21 of the Rehabilitation Act, as amended, defines minority entities as Historically Black Colleges and Universities, Hispanic-serving institutions of higher education, Indian tribal colleges and universities, other institutions of higher education whose minority student enrollment is at least 50 percent, and Indian tribes.

This application package (kit) contains the information and forms necessary to apply for a Fiscal Year 1999 grant award in the area noted above, as identified in the "Notice Inviting Applications for New Awards" recently published in the ***FEDERAL REGISTER***. A copy of this announcement is included in Section D of this application kit. Please give particular attention to program purpose, eligible applicants, estimated average size of awards, and the general requirements as applicable to the program referenced.

Section 21(b)(2)(B) discusses funding projects to conduct training, technical assistance and other related activities that will improve services provided under the Rehabilitation Act, especially services provided to individuals from minority backgrounds. Section 21(b)(2)(C) discusses funding projects that provide outreach and technical assistance to minority entities and Indian tribes to promote their participation in activities funded under the Rehabilitation Act of 1973, as amended. The present application kit and the closing date notice (Section D) announce three competitions responding to these sections. The purposes of each, and examples of projects that may be considered under each are presented below. The examples are not intended to cover the full range of possible project concepts and should not be interpreted as restrictive. Some examples of project concepts follow.

o **Absolute Priority 1/Invitational Priority (84.315A)--**

The purpose of this priority is to solicit applications from minority entities and Indian Tribes that propose to provide training, technical assistance or related activities in order to improve services provided under the Rehabilitation Act of 1973, as amended. Examples of applications that will be considered include, but are not restricted to the following:

- projects that will establish new or innovative rehabilitation training programs that will lead to an increase in the supply of minority rehabilitation professionals;
- projects that will work collaboratively with minority community-based organizations (CBOs) which will lead to improvements in the delivery of rehabilitation and related services provided to individuals with disabilities from minority backgrounds; and
- projects that conduct conferences, meetings, or workshops exclusively for the purpose of introducing minority entities to vocational rehabilitation programs and the discretionary grant process.

o **Absolute Priority 2 (84.315B)**

The purpose of this priority is to solicit applications from minority entities and Indian tribes that propose to improve services provided under the Rehabilitation Act of 1973, as amended, by providing technical assistance or related activities to assist grantees funded under the RSA Vocational Rehabilitation Service Projects for American Indians with Disabilities program.

o **Absolute Priority 3 (84.315C)**

The purpose of this priority is to solicit applications that propose projects that will provide outreach and technical assistance to minority entities and Indian tribes to promote their participation in activities funded under the Rehabilitation Act of 1973, as amended, including assistance to enhance their capacity to carry out such activities.

Projects may provide technical assistance to minority entities who are first time recipients of grants funded under the Rehabilitation Act of 1973, as amended, to increase their capacity to carry out their grants.

Applicants for new projects in response to this announcement should become familiar with the selection criteria contained in this application kit (Section F). These criteria will be used by reviewers and Rehabilitation Services Administration (RSA) staff to evaluate all applications. Your application should respond to each identified criterion since failure to do so will put your application at a significant disadvantage.

EDUCATION DEPARTMENT GENERAL ADMINISTRATION REGULATIONS (EDGAR)

Rehabilitation Training Program grants are subject to the requirements of the Education Department General Administrative Regulations at 34 CFR Parts 74, 75, 77, 79, 80, 81, 82, 85, and 86. Please note that 34 CFR Part 79 apply to all applicants except federally recognized Indian tribes. Further, please note that 34 CFR Part 86 apply to institutions of higher education only. These regulations set forth all general rules affecting application submittal, review, grant awarding, and post-award administration of Department of Education grant programs.

Capacity Building for Traditionally Underserved Populations Program projects are subject to the requirements for "Intergovernmental Review of Department of Education Programs and Activities," found in 34 CFR Part 79 of EDGAR. If your State has established a process for intergovernmental review, an applicant must use that process. Applicants should review the material in the application kit for information on the intergovernmental review process.

IMPORTANT APPLICATION INFORMATION

Please read this section carefully. There are several factors that will result in automatic rejection of your application. Be sure your application addresses each appropriately:

Part III of the application, the application narrative, is where you, the applicant, address the selection criteria used by reviewers in evaluating the application. The applicant must limit Part III to the equivalent of no more than 45 pages, using the following standards:

- (1) A "page" is 8.5" x 11", on one side only with 1" margins at the top, bottom, and both sides.
- (2) You must double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- (3) If you use a proportional computer font, you may not use a font smaller than a 12-point font or an average character density greater than 18 characters per inch. If you use a nonproportional font or a typewriter, you may not use more than 12 characters per inch.
- (4) The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, you must include all of the application narrative in Part III.
- (5) If, in order to meet the page limit, you use print size, spacing, or margins smaller than the standards specified in this notice, the Secretary will not consider your application for funding.

Applications for new projects in response to this announcement should also become familiar with the selection criteria contained in this application kit. These criteria will be used by reviewers and Rehabilitation Services Administration (RSA) staff to evaluate all applications. Your application should respond to each identified criterion since failure to do so will put your application at a significant disadvantage.

Reviewers of applications report that an application written in a format that follows the peer review criteria and contains a separate budget section, greatly facilitates the review process. Such a format would appear as follows:

- Application face page

- Budget pages/budget narrative
- Abstract (one page)
- Narrative (not to exceed 45 pages):
 - Relevance to State-Federal Rehabilitation Service Program
 - Quality of Project Design
 - Quality of Project Services
 - Quality of the Management Plan
 - Quality of the Project Evaluation
 - Quality of Project Personnel
 - Adequacy of Resources
- Appendices (assurances/certifications, one-page resumes, bibliography, letters of support, etc)

Cost-sharing is not required of grantees under the Capacity Building for Traditionally Underserved Populations Program.

APPLICATION PROCEDURES

Please note that in Fiscal Year 1995 the Department of Education implemented changes in the way continuation grant awards are made. As part of the Administration's Reinventing Government Initiative, the National Performance Review urged the Department to eliminate the continuation application process and replace it with "yearly program progress reports focusing on program outcomes and problems related to program implementation and service delivery."

Therefore, **applicants for multi-year projects are required to provide detailed budget information for each of the five project years.** The Department will determine at the time of the initial award, the funding levels for each year of the grant award. RSA requires annual Performance and financial status reports, and uses those reports to determine progress and to make a decision as to whether or not to continue funding the project. These reports must be submitted to the designated RSA Project Officer.

APPLICATION TRANSMITTAL INSTRUCTIONS

You are encouraged to overnight-mail or hand-deliver the original and two copies of the application on or before the closing date that is indicated on the cover of this application kit. Overnight mailing, hand delivery and regular mailing addresses are indicated in Section G (page G-1). It will expedite the review process if four additional copies (for a total of seven - one original and six copies) are submitted to the Application Control Center in Washington, D.C., and a copy is submitted to the respective Rehabilitation Services Administration (RSA) Regional Office.

Applicants may contact their Regional Office Representative or the Competition Manager to discuss any matters relating to this competition. Regional Office Representatives are indicated in Section C of this kit. The Competition Manager is Ms. Ellen Chesley. Ms. Chesley may be reached at (202) 205-9481.

Your interest in RSA's programs is greatly appreciated.

Sincerely,

Timothy C. Muzzio, Ph.D.
 Director
 Division of Resource Development

SECTION B

DIVISION OF RESOURCE DEVELOPMENT **COMPETITION MANAGER**

**RSA Central Office Contract
Ellen Chesley, Project Administrator
Department of Education, RSA
400 Maryland Avenue, S.W.
Switzer Building, Room 3318
Washington, D.C. 20020-2649
Telephone (202) 205-9481**

SECTION C

RSA Regional Representatives

Region I

(Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island,
Vermont)

Mr. Richard S. Lawrence

Grants Management Specialist
U.S. Department of Education
Rehabilitation Services Admin.
J.W. McCormack POCH, Room 232
Boston, MA 02109
Telephone: 617/223-4095
Fax: 617/223-4573
e-mail: Richard_Lawrence@ed.gov

Region IV

(Alabama, Florida, Georgia,
Kentucky, Mississippi, North
Carolina, South Carolina, Tennessee)

Dr. Paul Knight

Regional Representative for Training
U.S. Department of Education
Rehabilitation Services Admin.
61 Forsyth Street, SW, Room 18T91
Atlanta, GA 30303
Telephone: 404/562-6328
Fax: 404/562-6346
e-mail: Paul_Knight@ed.gov

Region II

(New Jersey, New York, Puerto Rico
Virgin Islands)

Ms. Janice Plumer

Grants Management Specialist
U.S. Department of Education
Rehabilitation Services Admin.
75 Park Place, Room 1208
New York, NY 10007
Telephone: 212/637-6446
Fax: 212/264-3029
e-mail: Janice_Plumer@ed.gov

Region V

(Illinois, Indiana, Michigan, Ohio,
Minnesota and Wisconsin)

Mr. Allan Ellis

Vocational Rehabilitation Specialist
U.S. Department of Education
Rehabilitation Services Admin.
111 North Canal Street, Suite 1048
Chicago, IL 60606
Telephone: 312/886-8624
Fax: 312/353-8623
e-mail: Allan_Ellis@ed.gov

Region VI

(Arkansas, Louisiana, New
Mexico, Oklahoma, Texas)

Mr. Steve A. Lane

Regional Representative for Training
U.S. Department of Education
Rehabilitation Services Admin.
The Wanamaker Bldg, Suite 512
100 Penn Square East
Philadelphia, PA 19107
Telephone: 215/656-8531
Fax: 215/656-6188
e-mail: Steve_Lane@ed.gov

Region III

(Delaware, Maryland, Pennsylvania
Virginia, West Virginia, DC)

Dr. Ralph Pacinelli

Regional Commissioner
U.S. Department of Education
Rehabilitation Services Admin. Harwood Center
1999 Bryan Street, Suite 2740
Dallas, TX 75201-6817
Telephone: 214/880-4927
Fax: 214/880-4931
e-mail: Ralph_Pacinelli@ed.gov

Region VII

(Iowa, Kansas, Missouri,
Nebraska)

Ms. Mari Kierstein

Grants Management Specialist
U.S. Department of Education
Rehabilitation Services Admin.
10220 North Executive Hills Blvd.
Kansas City, MO 64153
Telephone: 816/880-4103
Fax: 816/891-0807
e-mail: Mari_Kierstein@ed.gov

Region VIII

(Colorado, Montana, North Dakota,
South Dakota, Utah, Wyoming)

Mr. Stephen A. Lane

Regional Representative for Training
U.S. Department of Education
Rehabilitation Services Admin.
Harwood Center
1999 Bryan Street, Suite 2740
Dallas, TX 75201-6817
Telephone: 214/880-4927
Fax: 214/880-4931
e-mail: Steve_Lane@ed.gov

Region IX

(American Samoa, Arizona, California,
Commonwealth of the Northern Mariana
Islands, Guam, Hawaii, Nevada, Republic
of Palau)

Dr. Gayle E. Palumbo

Grants Management Specialist
U.S. Department of Education
Rehabilitation Services Admin.
50 United Nations Plaza, Room 215
San Francisco, CA 94102
Telephone: 415/437-7846
Fax: 415/437-7848
e-mail: Gayle_Palumbo@ed.gov

Region IX

(Alaska, Idaho, Oregon, Washington)

Ms. Kathleen West-Evans

Grants Management Specialist
U.S. Department of Education
Rehabilitation Services Admin.
915 Second Avenue, Room 2848
Seattle, WA 98174-1099
Telephone: 206/220-7846
Fax: 206/220-7842
e-mail: West-Evans_Kathleen@ed.gov

SECTION D

Notice Inviting Applications for New Awards

4000-01-P

DEPARTMENT OF EDUCATION

(CFDA Nos.: 84.315A, 84.315B, 84.315C)

Capacity Building for Traditionally Underserved Populations
Notice inviting applications for new awards for fiscal year (FY) 1999.

PURPOSE OF PROGRAM:

To improve services provided under the Rehabilitation Act of 1973, as amended (Act), especially services provided to individuals from minority backgrounds, and to provide outreach and technical assistance to minority entities and Indian tribes to enhance their capacity and promote their participation in activities funded under the Act.

ELIGIBLE APPLICANTS:

State and public or private nonprofit agencies and organizations, including Indian tribes and institutions of higher education. For Absolute Priority 1 and Absolute Priority 2, only minority entities as defined in section 21(b)(5)(B) of the Act and Indian tribes are eligible to apply for funds (section 21(b)(2)(B)).

SUPPLEMENTARY INFORMATION:

Three types of projects are announced for FY 1999 under this program, and they are authorized under section 21(b)(2)(B) and (b)(2)(C) of the Act.

The term "minority entity" is defined in section 21(b)(5)(B) of the Act to mean an entity that is a historically Black college or university, a Hispanic-serving institution of higher education, an American Indian tribal college or university, or another institution of higher education whose student minority enrollment is at least 50 percent.

DEADLINE FOR TRANSMITTAL OF APPLICATIONS:

March 24, 1999

DEADLINE FOR INTERGOVERNMENTAL REVIEW:

May 23, 1999

NOTE: Assistance to federally recognized Indian tribes is excluded from coverage under 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities).

APPLICATIONS AVAILABLE:

January 28, 1999

AVAILABLE FUNDS:

\$2,000,000

MAXIMUM AWARDS:

In no case does the Secretary make an award greater than the maximum amount listed for a single budget period of 12 months for each absolute priority. The Secretary rejects and does not consider an application that proposes a budget exceeding the following maximum amounts:

Absolute Priority 1 — \$150,000
Absolute Priority 2 — \$400,000
Absolute Priority 3 — \$200,000

ESTIMATED RANGE OF AWARDS:

\$120,000 to \$400,000

Absolute Priority 1 — \$120,000 to \$150,000
Absolute Priority 2 — \$300,000 to \$400,000
Absolute Priority 3 — \$150,000 to \$200,000

NOTE: Applicants should apply for level funding for each project year.

ESTIMATED NUMBER OF AWARDS:

12

Absolute Priority 1 — 8
Absolute Priority 2 — 1
Absolute Priority 3 — 3

NOTE: The Department is not bound by any estimates in this notice.

PROJECT PERIOD:

Up to 36 months

PAGE LIMIT:

Part III of the application, the application narrative, is where you, the applicant, address the selection criteria used by reviewers in evaluating the application. You must limit Part III to the equivalent of no more than 45 pages, using the following standards:

(1) A “page” is 8.5" x 11", on one side only with 1" margins at the top, bottom, and both sides.

(2) You must double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

If you use a proportional computer font, you may not use a font smaller than a 12-point font or an average character density greater than 18 characters per inch. If you use a nonproportional font or a typewriter, you may not use more than 12 characters per inch.

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, you must include all of the application narrative in Part III.

If, in order to meet the page limit, you use print size, spacing, or margins smaller than the standards specified in this notice, we won't consider your application for funding.

APPLICABLE REGULATIONS:

The Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 75, 77, 79, 80, 81, 82, 85, and 86.

NOTE: The regulations in 34 CFR Part 79 apply to all applicants except federally recognized Indian tribes.

NOTE: The regulations in 34 CFR Part 86 apply to institutions of higher education only.

PRIORITIES:**Absolute Priority 1 (84.315A):**

Under 34 CFR 75.105(c)(3) and section 21(b)(2)(B) of the Act, the Secretary gives an absolute preference to applications from minority entities and Indian tribes that propose projects that would provide training, technical assistance, or related activities in order to improve services under the Act, especially services provided to individuals from minority backgrounds. The Secretary funds under this competition only applications that meet this absolute priority.

Invitational Priority:

Within Absolute Priority 1, the Secretary is particularly interested in applications from minority entities that propose to do both of the following:

- (A) Provide training, technical assistance, or related activities in order to improve the delivery of vocational rehabilitation services provided under the Act, especially services provided to individuals from minority backgrounds.
- (B) Establish collaborative relationships and partnerships with community-based organizations, particularly those community-based organizations that provide services to individuals with disabilities from minority backgrounds.

However, under 34 CFR 75.105(c)(1) an application that meets this invitational priority does not receive competitive or absolute preference over other applications.

Approved applications from this competition also may be funded in FY 2000.

Absolute Priority 2 (84.315B):

Under 34 CFR 75.105(c)(3) and section 21(b)(2)(B) of the Act, the Secretary gives an absolute preference to applications from minority entities and Indian tribes that propose projects that would improve services provided under the Act by providing training, technical assistance, or related activities to assist grantees funded under the Vocational Rehabilitation Service Projects for American Indians with Disabilities program (CFDA No. 84.250). The Secretary funds under this competition only applications that meet this absolute priority.

Absolute Priority 3 (84.315C):

Under 34 CFR 75.105(c)(3) and section 21(b)(2)(C) of the Act, the Secretary gives an absolute preference to applications that propose projects that would provide outreach and technical assistance to minority entities and Indian tribes to promote their participation in activities funded under the Act, including assistance to enhance their capacity to carry out those activities. Projects may provide technical assistance to minority entities who are first-time recipients of grants funded under the Act in order to increase their capacity to carry out their grants. The Secretary funds under this competition only applications that meet this absolute priority.

SELECTION CRITERIA:

In evaluating an application for a new grant under these competitions, the Secretary uses selection criteria chosen from the general selection criteria in 34 CFR 75.210 of EDGAR. The selection criteria to be used for these competitions will be provided in the application package for these competitions.

FOR APPLICATIONS CONTACT:

The Grants and Contracts Service Team (GCST)
U.S. Department of Education
400 Maryland Avenue, S.W. (Room 3317, Switzer Building)
Washington, D.C. 20202-2649

Telephone (202) 205-8351

Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday. The preferred method for requesting applications is to FAX your request to (202) 205-8717.

Individuals with disabilities may obtain a copy of the application package in an alternate format by contacting the GCST. However, the Department is not able to reproduce in an alternate format the standard forms included in the application package.

FOR FURTHER INFORMATION CONTACT:

Ellen C. Chesley
U.S. Department of Education
400 Maryland Avenue, S.W. (Room 3318 Switzer Building)
Washington, D.C. 20202-2649

Telephone: (202) 205-9481.

Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

Individuals with disabilities may obtain this document in an alternate format (e.g., Braille, large print, audiotape, or computer diskette) on request to the contact person listed in the preceding paragraph.

Electronic Access to This Document

Anyone may view this document, as well as all other Department of Education documents published in the ***Federal Register***, in text or portable document format (PDF) on the World Wide Web at either of the following sites:

<http://ocfo.ed.gov/fedreg.htm>
<http://www.ed.gov/news.html>

To use the PDF you must have the Adobe Acrobat Reader Program with Search, which is available free at either of the previous sites. If you have questions about using the PDF, call the U.S. Government Printing Office toll free at 1-888-293-6498.

Anyone may also view these documents in text copy only on an electronic bulletin board of the Department. Telephone: (202) 219-1511 or, toll free, 1-800-222-4922. The documents are located under Option G--Files/Announcements, Bulletin and Press Releases.

Note: The official version of a document is the document published in the ***Federal Register***.

PROGRAM AUTHORITY:

29 U.S.C. 718b (Section 21 of the Rehabilitation Act of 1973, as amended).

Dated: January 28, 1999

-S-

Judith E. Heumann,
Assistant Secretary
Special Education and Rehabilitative Services.

SECTION E

Section 21 of the Rehabilitation Act, as amended (Rehabilitation Act Amendments of 1998)

“SEC. 21. TRADITIONALLY UNDERSERVED POPULATIONS.

“(a) Findings.--With respect to the programs authorized in titles II through VII, the Congress finds as follows:

“(1) Racial profile.--The racial profile of America is rapidly changing. While the rate of increase for white Americans is 3.2 percent, the rate of increase for racial and ethnic minorities is much higher: 38.6 percent for Latinos, 14.6 percent for African-Americans, and 40.1 percent for Asian-

Americans and other ethnic groups. By the year 2000, the Nation will have 260,000,000 people, one of every three of whom will be either African-American, Latino, or Asian-American.

“(2) Rate of disability.--Ethnic and racial minorities tend to have disabling conditions at a disproportionately high rate. The rate of work-related disability for American Indians is about one and one-half times that of the general population. African-Americans are also one and one-half times more likely to be disabled than whites and twice as likely to be significantly disabled.

“(3) Inequitable treatment.--Patterns of inequitable treatment of minorities have been documented in all major junctures of the vocational rehabilitation process. As compared to white Americans, a larger percentage of African-American applicants to the vocational rehabilitation system is denied acceptance. Of applicants accepted for service, a larger percentage of African-American cases is closed without being rehabilitated. Minorities are provided less training than their white counterparts. Consistently, less money is spent on minorities than on their white counterparts.

“(4) Recruitment.--Recruitment efforts within vocational rehabilitation at the level of preservice training, continuing education, and in-service training must focus on bringing larger numbers of minorities into the profession in order to provide appropriate practitioner knowledge, role models, and sufficient manpower to address the clearly changing demography of vocational rehabilitation.

“(b) Outreach to Minorities.--

“(1) In general.--For each fiscal year, the Commissioner and the Director of the National Institute on Disability and Rehabilitation Research (referred to in this subsection as the ‘Director’) shall reserve 1 percent of the funds appropriated for the fiscal year for programs authorized under titles II, III, VI, and VII to carry out this subsection. The Commissioner and the Director shall use the reserved funds to carry out 1 or more of the activities described in paragraph (2) through a grant, contract, or cooperative agreement.

“(2) Activities.--The activities carried out by the Commissioner and the Director shall include 1 or more of the following:

“(A) Making awards to minority entities and Indian tribes to carry out activities under the programs authorized under titles II, III, VI, and VII.

“(B) Making awards to minority entities and Indian tribes to conduct research, training, technical assistance, or a related activity, to improve services provided under this Act, especially services provided to individuals from minority backgrounds.

“(C) Making awards to entities described in paragraph (3) to provide outreach and technical assistance to minority entities and Indian tribes to promote their participation in activities funded under this Act, including assistance to enhance their capacity to carry out such activities.

“(3) Eligibility.--To be eligible to receive an award under paragraph (2)(C), an entity shall be a State or a public or private nonprofit agency or organization, such as an institution of higher education or an Indian tribe.

“(4) Report.--In each fiscal year, the Commissioner and the Director shall prepare and submit to Congress a report that describes the activities funded under this subsection for the preceding fiscal year.

“(5) Definitions.--In this subsection:

“(A) Historically black college or university.--

The term ‘historically Black college or university’ means a part B institution, as defined in section 322(2) of the Higher Education Act of 1965 (20 U.S.C. 1061(2)).

“(B) Minority entity.--The term ‘minority entity’ means an entity that is a historically Black college or university, a Hispanic-serving institution of higher education, an American Indian tribal college or university, or another institution of higher education whose minority student enrollment is at least 50 percent.

“(c) Demonstration.--In awarding grants, or entering into contracts or cooperative agreements under titles I, II, III, VI, and VII, and section 509, the Commissioner and the Director, in appropriate cases, shall require applicants to demonstrate how the applicants will address, in whole or in part, the needs of individuals with disabilities from minority backgrounds.”.

SECTION F

Selection Criteria for Applications

The Secretary uses the following selection criteria to evaluate applications for new grants under this competition. The maximum score for all of these criteria is 100 points. The maximum score for each criterion is indicated in parentheses. Because no points are assigned to the selected factors, the Secretary evaluates each factor within each criterion equally.

The criteria are:

RELEVANCE TO STATE-FEDERAL REHABILITATION SERVICE PROGRAM (15 points)

- (1) The Secretary reviews each application for information that shows that the proposed project appropriately relates to the mission of the State-Federal rehabilitation service program.
- (2) The Secretary looks for information that shows that the project can be expected enhance the capacity and increase the participation of minority entities within the vocational rehabilitation system.

QUALITY OF PROJECT DESIGN (20 points)

- (1) The Secretary considers the quality of the design of the proposed project.
- (2) In determining the quality of the design of the proposed project, the Secretary considers the following factors:
 - (i) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target populations or other identified needs.

QUALITY OF PROJECT SERVICES (20 points)

- (1) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- (2) The extent to which project will lead to the enhance capacity and increased participation of minority entities and minority individuals in the vocational rehabilitation system.
- (3) The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.
- (5) The extent to which the services to be provided by the proposed project are focused on those with greatest needs.

QUALITY OF THE MANAGEMENT PLAN (15 points)

- (1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
- (2) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.
- (3) The extent to which the time commitments of the project director and principal investigator and other key personnel are appropriate and adequate to meet the objectives of the proposed project.

QUALITY OF THE PROJECT EVALUATION (10 points)

- (1) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- (2) The extent to which the methods of evaluation are appropriate to the context within which the project operates.
- (3) The extent to which the methods of evaluation will include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

QUALITY OF PROJECT PERSONNEL**(10 points)**

- (1) In determining the quality of project personnel, the Secretary consider the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- (2) The qualifications, including relevant training and experience, of the project director or principal investigator.
- (3) The qualifications, including relevant training and experience, of key project personnel.
- (4) The qualifications, including relevant training and experience of project consultants or subcontractors.

ADEQUACY OF RESOURCES**(10 points)**

- (1) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.
- (2) The extent to which the budget is adequate to support the proposed project.
- (3) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
- (4) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.
- (5) The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding.

SECTION G

Application Transmittal Instructions

An application for an award must be postmarked or hand delivered by the closing date.

Application Delivered by Hand/Carrier Service.

An application that is hand delivered must be taken to the:

U.S. Department of Education
Application Control Center, Room 3633
General Services Administration National Capital Region
7th and D Streets, S.W.
Washington, DC 20202-4725

The Application Control Center will accept deliveries between 8:00 a.m., and 4:30 p.m. (Washington, D.C.) daily, except Saturdays, Sundays and Federal holidays.

Individuals delivering applications must use the D Street Entrance. Proper identification is necessary to enter the building.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

Applications Sent by Mail

An application sent by mail must be addressed to the:

U.S. Department of Education
Application Control Center
Attention: CFDA 84.315A, 84.315B, or 84.315C
400 Maryland Avenue, S.W.
Washington, DC 20202-4337

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

Acknowledgment of Grant Application Receipt

The Application Control Center will mail a Grant Application Receipt Acknowledgment to each applicant. If an applicant fails to receive the notification of application receipt within 15 days from the closing date, the applicant should call the U.S. Department of Education Application Control Center at (202) 708-9494.

The applicant must indicate on the envelope, and in item 10 of the Application for Federal Assistance - Standard Form 424 (unless preprinted on the form by the Department), the CFDA number - 84.315 - of the competition under which the application is being submitted.

SECTION H

APPLICATION FORMS

U.S. Department of Education
Office of Special Education and Rehabilitative Services

REHABILITATION SERVICES ADMINISTRATION

INSTRUCTIONS FOR A APPLICATION FOR FEDERAL ASSISTANCE

(Nonconstruction Programs)

The enclosed forms shall be used by all applicants for Federal Assistance under all Rehabilitation Services Administration programs. A separate application must be submitted for each grant sought. No grant may be awarded unless the completed application forms have been received. If an item does not appear to be relevant to the assistance requested, write "NA" for not applicable.

This application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. These parts are as follows:

Part I - Federal Assistance Application Face Page

Part II - Budget Information

Part III - Program Narrative

Part IV - Assurances, Certifications and Disclosures

Each submitted application must include an index or table of contents and a one-page project abstract. Pages should be consecutively numbered.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0018. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Under terms of the Paperwork Reduction Act of 1980, as amended, and the regulations implementing that Act, the Department of Education invites comment on the public reporting burden in this collection of information. You may send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1820-0018, Washington, D.C. 20503.

IMPORTANT NOTICE: DUNS NUMBER

DUNS Number Instructions

D-U-N-S No.: Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

<http://www.dnb.com/dbis/aboutdb/intlduns.htm>

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.

U. S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS					OMB Control No. 1875-0102 Expiration Date: 9/30/95	
Name of Institution/Organization:			Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.			
SECTION A - BUDGET SUMMARY						
U.S. DEPARTMENT OF EDUCATION FUNDS						
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

ED FORM NO. 524

Name of Institution/Organization:				Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.		
SECTION B - BUDGET SUMMARY: NON-FEDERAL FUNDS						NON-FEDERAL FUNDS
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						
SECTION C - OTHER BUDGET INFORMATION (see instructions)						

ED FORM NO. 524

PART II - BUDGET INFORMATION - INSTRUCTIONS FOR ED FORM NO. 524

General Instructions

This form is used to apply to individual U. S. Department of Education discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable specific instructions, if attached. By requesting budget information in the initial application for the total project period, the need for formal non-competing continuation applications is eliminated. However, an annual report on the progress of the project is required.

Section A - Budget Summary **U. S. Department of Education Funds**

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e)*:

For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f)*:

Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, column (a)-(e):

Show the total budget request for each project year for which funding is requested.

Line 12, column (f):

Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Section B - Budget Summary **Non-Federal Funding**

Fill in the Non-Federal funding requirements.

Lines 1 through 12 of this section should reflect budget category totals given in Section D - Budget Detail/Narrative.

Section C - Other Budget Information

Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, by project year, for each budget category listed in Section A and B.
2. If applicable to this program, enter the type of indirect rate (provisional, predetermined, final or fixed) that will be effect during the funding period. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.
3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. Provide other explanations or comments you deem necessary.

Section D - Budget Detail/Narrative

Attach separate sheets to fully explain and justify the following budget categories in support of the FEDERAL funding request. (Section A) and the no-Federal Funds (Section B).

Include sufficient detail to facilitate determination as to allowability, relevance to the project, and cost benefits.

1. **Personnel**: Show the salary and wages, title, and time commitment of all persons charged to the project. Consultant fees and expenses must be included in Line 8.
2. **Fringe Benefits**: Include contributions for Social Security, employee insurance, pension plans, etc. Leave blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost rate.
3. **Travel**: Itemize the amount requested for travel of employees only. Travel of consultants, trainees, etc. should not go on this line, nor should local transportation costs for project staff (i.e., where no out-of-town trip is involved); these costs should be listed under the category of "Other".

While all travel must be fully justified foreign travel should be separately identified and justified. No foreign travel will be authorized under the grant unless prior approval is obtained.

4. **Equipment**: List nonexpendable personal property that has a useful life of more than two years and an acquisition cost of \$500 or more per unit. However, consistent with institutional policy, lower limits may be established. List items of equipment in the following format: Item, Number of Units, Cost per Unit, and Total Cost. Fully justify the need for each item of equipment.
5. **Supplies**: Include the cost of consumable supplies and materials to be used in the project. These should be items which cost less than \$300 per unit with a useful life of less than two years.
6. **Contractual**: Show all amounts for each of the Following: (1) procurement contracts (except those which belong on other lines such as supplies and equipment listed above) and (2) grant payments to secondary recipient organizations such as delegate agencies, affiliates, cooperating institutions, political subdivisions, etc. Indicate the name of the agency, organization, or individual that is expected to receive each proposed contract. This should be supported in Part III - Program Narrative.

Note: Whenever the applicant intends to delegate part or all of the program to another agency, the applicant must submit, if available, a copy of the proposed contract or grant payment and any other supporting documentation detailing the activity and required budget of each delegate agency. If the proposed contract or grant payment has not yet been advertised and/or negotiated, the applicant should provide any basis available that was used in developing the proposed contract/grant payment costs. Delegate agencies are not required to submit separate budget information for their portion of the total contractual budget. The total cost of all such agencies will be part of the amount shown on Line 6.

8. **Other**: Provide an itemized list of all remaining direct costs not clearly covered by lines 1-6 above. Examples are computer use charges, space or equipment rental, consultant costs, communication costs, rental of space, utilities and custodial services, printing materials, and local transportation.

For consultant expenses, give the total number of consultants that will work on the project and their costs (fees, per diem, and travel). Provide the basis for the determination of the rate identified for consultant costs for which Federal funds are requested. The justification should demonstrate how the consultant costs are reasonable, customary and consistent with the established institutional/organizational/agency policy governing consultant costs.

9. **Total Direct Costs**: Total lines 1 through 8.

10. **Total Indirect Costs:** Indirect costs are those costs of an organization that are not readily identifiable with a particular project or activity but are necessary for the general operation of the organization and the conduct of its activities.

Indicate your indirect cost rate and the amount of indirect costs to be charged to the project. If no indirect costs are requested, enter "none." This line should be used only when the applicant (except local government(s) has an indirect cost rate approved by the Department of Education (ED) or another Federal agency. Local governments shall enter the amount of indirect costs determined in accordance with ED requirements.

11. **Training Stipends:** Explain all costs included under the category of Training Stipends.

12. **Total Project Costs:** Total lines 8 and 9.

In addition, provide an itemized list of the sources of all NON-FEDERAL funds which ties to the amounts reflected in Section B.

PART III - PROGRAM NARRATIVE

Prepare the Program Narrative in accordance with the following instructions. Before preparing the Program Narrative, applicants should carefully review the program regulations contained in this application package, paying special attention to the selection criteria. The Program Narrative must respond to the special emphasis of the specific program for which grant support is being requested and the selection criteria identified in the program regulations.

In addition, applicants should read the applicable parts of the Education Department General Administrative Regulations (EDGAR), 34 CFR. These regulations set forth all general rules affecting application submittal, review, grant award, and post-award administration for Department of Education grant programs.

NOTE: Applicants should refer back to the "Dear Applicant" Letter. It cites the appropriate sections of the program regulations and the applicable parts of EDGAR. The texts of all necessary program statutes and regulations are included in the Rules and Regulations Section of this application package.

You must Limit the Program Narrative to 45 pages, double spaced, and number pages consecutively (see "Dear Applicant" letter). See the "Dear Applicant Letter" (Section A) for the suggested format. The narrative should be written concisely. Only the required information should be submitted. If appendices or other supplemental materials are included, they must be kept to a minimum and must substantiate what is proposed in the narrative., e.g., the results of a needs survey or letters of commitment from organizations that will have significant involvement with the project. All vitae should be limited to one page in length showing the source and date of earned degrees, experience relevant to working with individuals who are disabled and the person's direct relationship to the project, e.g., how the person will function in the project. Also, use spring clips or rubber bands to hold the application together. Do not use binders, folders, and staples as they must be removed before duplicating applications

NOTE: Funded projects will be required to report evaluation findings in the annual progress report (as part of the continuation application) and in the final report at the conclusion of the project.

IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- (a) If a rehabilitation project is in its final year of support and refunding for a new project is being requested, provide a progress report that includes a discussion of all accomplishments to date in achieving project objectives and a schedule of accomplishments or milestones anticipated with the new funding request.
- (b) A listing showing the Federal Domestic Assistance Catalog number, status and amount of each project where there is related previous, pending or anticipated assistance.

ASSURANCES NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application. 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; | <ol style="list-style-type: none"> (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse. (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application. 7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. 8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded whole or in part with Federal funds. 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements. |
|---|---|

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition if \$10,000 or more.
11. Will comply with environmental; standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Official	Title	
Applicant Organization		Date Submitted

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a

criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW (room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is co convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved

for such purpose by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance

(Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 35 CFR Part 85, Sections 85.605 and 85.610 --

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offence resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to Director, Grants and Contracts Service, US Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number of each affected grant.

As the duly authorized representative of the applicant, I certify that the applicant will comply with the above certifications.

NAME OF APPLICANT:

PR/AWARD NO. AND/OR PROJECT NAME:

PRINTED NAME OF AUTHORIZED REPRESENTATIVE:

SIGNATURE:

ED 80-0013

DATE:

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.120.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," "and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titles "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification:

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant	PR/Award # and/or Project Name
Printed Name and Title of Authorized Representative	
Signature	Date

ED 80-0014, 9/90 (replaces GCS-009(rev. 12/88), which is obsolete)

DISCLOSURE OF LOBBYING ACTIVITIES

approved by O.M.B. 0345-0045

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (see reverse for public burden disclosure)

1. Type of Federal Action <input type="checkbox"/> a. Contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. coop. agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/ offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: yr. __ qrtr. __ Date of last report __
4. Name and Address of Reporting Entity: __Prime __Subawardee Tier __, if known Congressional District __		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
6. Federal Department/Agency: 	7. Federal Program Name/Description: CDFA #, if applicable 84. __	
8. Federal Action Number, if known: 	9. Award Amount, if known: \$	
10.a. Name and Address of Lobbying Entity (if individual, last name, first name, MI) 	b. Individuals Performing Services (including address if different from 10a) (last name, first name, MI) attach SF-LLL-A, if necessary	
11. Amount of Payment (check all that apply): \$ _____ __actual _____ __planned	13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
12. Form of Payment (check all that apply): __ a. cash __ b. in-kind: nature _____ value _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in item 11: <div style="text-align: center;">(attach contin. sht., SF-LLL-A, if necessary)</div>		
15. Continuation Sheet(s) SF-LLL-A attached __ Yes __ No		
16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No: ____ - ____ - ____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction SF-LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, of expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee" then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal Action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a) Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal

officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget Paperwork Reduction Project (0348-0046), Washington, D.C. 20503

DISCLOSURE OF LOBBYING ACTIVITIES

Continuation Sheet

Approved by OMB
0348-0046

Reporting Entity:

Page: of:

IMPORTANT NOTICES

NOTICE TO ALL APPLICANTS

Thank you for your interest in this program. The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under the Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This Section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirements of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement

The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:**

U.S. Department of Education
Washington, D.C. 20202-4651

**NOTICE TO PROSPECTIVE PARTICIPANTS IN THE U.S. DEPARTMENT OF EDUCATION
CONTRACT AND GRANT PROGRAMS**

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that -

***Failure to meet a deadline will mean that an application will be
rejected without any consideration whatever.***

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9371. (Send check or money order only, on cash or stamps.)

The instructions in the federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

**U.S. Department of Education
Application Control Center
Washington, DC 20202-4725**

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulation and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP.

Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with other, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBS is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$ 49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

**Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402-93**

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED Mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

IMPORTANT INFORMATION AND NOTICES

Executive Order 12372 - Intergovernmental Review

The Education Department General Administrative Regulations (EDGAR), 34 CFR Part 79, pertaining to intergovernmental review of Federal programs, apply to the program(s) included in this application package.

Immediately upon receipt of this notice, all applicants, other than Federally recognized Indian Tribal Governments, must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should contact, immediately upon receipt of this notice, the Single Point of Contact for each State and follow the procedures established in those States under the Executive Order. A list containing the Single Point of Contact for each State is included in the application package for these programs.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date in the program announcement for Intergovernmental Review to the following address:

The Secretary
E.O. 12372-CFDA # 84.315A, 84.315B, or 84.315C
U.S. Department of Education, FOB-6
400 Maryland Ave., SW
Washington, D.C. 20202-0100

On line 2 of the above address, please provide the correct Catalog of Federal Domestic Assistance number (CFDA #84.315A, #84.315B, #84.315C) of the program for which a comment or state process recommendation on an application is submitted.

In those States that require review for this program, applications are to be submitted simultaneously to the State Review Process and the U.S. Department of Education.

Proof of mailing will be determined on the same basis as applications.

Please note that the above address is not the same address as the one to which the applicant submits its completed application. **Do not send applications to the above address.**

STATE SINGLE POINT OF CONTACT

ARIZONA

Ms. Janice Dunn
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone (602) 280-1315

ARKANSAS

Tracie L. Copeland
Manager, St. Clearinghouse
Off. of Intergover. Svcs.
Dept. of Finance and Admin.
P.O. Box 3278
Little Rock, Arkansas 72203
Telephone (501) 682-1074

CALIFORNIA

Glenn Stober
Grants Coordinator
Office of Planning & Research
1400 Tenth Street
Sacramento, California 95814
Telephone (916) 323-7480

COLORADO

St. of Single Point of Contact
State Clearinghouse
Division of Local Government
1313 Sherman Street, Room 520
Denver, Colorado 80203
Telephone (303) 866-2156

CONNECTICUT

Mr. William T. Quigg
Intergov. Review Coordinator
State Single Point of Contact
Office of Policy and Management
Intergov. Policy Div.
80 Washington Street
Hartford, Connecticut 06106-4459
Telephone (203) 566-3410

DELAWARE

Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
Dover, Delaware 19903
Telephone (302) 739-3326

DISTRICT OF COLUMBIA

Rodney T. Hallman
State of Single Point of
Office of Grants Mgmt & Dev.
717 14th Street NW
Suite 500
Washington, D.C. 20005
Telephone (202) 727-6551

FLORIDA

Florida St. Clearinghouse
Intergov. Affairs Policy Unit
Exe. Off. of the Governor
The Capitol
Tallahassee, Florida 32399-0001
Telephone (904) 488-8441

GEORGIA

Charles H. Badger
Administrator
Georgia State Clearinghouse
254 Washington Street, SW
Room 534 A
Atlanta, Georgia 30334
Telephone (404) 656-3855

ILLINOIS

Steve Klockenga
St. Single Point of Contact
Off. of the Governor
107 Stratton Building
Springfield, Illinois 62706
Telephone (217) 782-1671

INDIANA

Jean S. Blackwell
Budget Director
St. Budget Agency
212 State House
Indianapolis, Indiana 46204
Telephone (317) 232-5610

IOWA

Steven R. McCann
Div. for Comm. Progress
Iowa Dept. of Economic Devel.
200 East Grant Avenue
Des Moines, Iowa 50309
Telephone (515) 281-3725

KENTUCKY

Ronald W. Cook
Off. of the Governor
Dept. of Local Government
1024 Capitol Center Drive
Frankfort, Kentucky 40601
Telephone (502) 564-2382

MAINE

Joyce Benson
St. Planning Off.
St. House Station 38
Augusta, Maine 04333
Telephone (207) 289-3261

MARYLAND

Mary Abrams
Chief, MD St. Clearinghouse
Dept. of St. Planning
301 West Preston Street
Baltimore, Maryland 21201
Telephone (301) 225-4490

NEW HAMPSHIRE

Jeffery H. Taylor
Dir. NH Off. of St. Planning
Attn: Intergov. Review Process
James E. Bieber
2 ½ Beacon Street
Concord, New Hampshire 03301
Telephone (603) 271-2155

MASSACHUSETTS

Karen Arone
St. Clearinghouse
Exe. Off. of Comm. & Devel.
100 Cambridge Street, Rm. 1803
Boston, Massachusetts 02202
Telephone (617) 727-7001

MICHIGAN

Richard S. Pastula
Director
Michigan Department of Commerce
Office of Federal Grants
P.O. Box 30225
Lansing, Michigan 48909
Telephone (517) 373-7356

MISSISSIPPI

Cathy Mallette
Clearinghouse Officer
Off. of Fed. Grant Mngt. & Reporting
Dept. of Finance and Admin.
301 West Pearl Street
Jackson, Mississippi 39203
Telephone (601) 949-2174

MISSOURI

Lois Pohl
Fed. Assistance Clearinghouse
Off. of Administration
P.O. Box 809
Room 430, Truman Building
Jefferson, Missouri 65102
Telephone (314) 751-4834

NEVADA

Dept. of Admin.
St. Clearinghouse
Capitol Complex
Carson City, Nevada 89710
Attn: Ron Sparks
Clearinghouse Coordinator
Telephone (702) 687-4065

NORTH CAROLINA

Mrs. Chrys Baggett
Director
Off. of the Secretary of Admin.
N.C. St. Clearinghouse
116 West Jones Street
Raleigh, North Carolina 27603-8003
Telephone (919) 733-7232

NEW JERSEY

Gregory W. Adkins, Acting Dir.
Div. of Community Resources
NJ Dept. of Comm. Affairs

Please direct all correspondence and questions
about intergov. review to:

Andrew J. Jaskolka
St. Review Process
Div. of Comm. Resources
CN 814, Rm. 609
Trenton, New Jersey 08625-0814
Telephone (609) 292-9025

NEW MEXICO

George Elliott
Deputy Director
St. Budget Division
Rm. 190, Bataan Mem. Building
Sante Fe, New Mexico 85703
Telephone (505) 827-3640

NEW YORK

New York St. Clearinghouse
Div. of the Budget
St. Capitol
Albany, New York 12224
Telephone (518) 474-1605

SOUTH CAROLINA

Omegia Burgess
St. Single Point of Contact
Grant Services
Office of the Governor
1205 Pendelton Street
Room 477
Columbia, South Carolina 29201
Telephone (803) 734-0494

SOUTH DAKOTA

Susan Comer
St. Clearinghouse Coordinator
Off. of the Governor
500 East Capitol
Pierre, South Dakota 57501
Telephone (605) 773-3212

NORTH DAKOTA

ND Single Point of Contact
Off. of Intergov. Assistance
Off. of Mngt & Budget
600 East Blvd. Avenue
Bismarck, North Dakota 58505-0170
Telephone (701) 224-2094

OHIO

Larry Weaver
St. Single Point of Contact
St./Fed. Funds Coordinator
St. Clearinghouse
Off. of Bud. & Mngt.
30 East Broad St., 34th Floor
Columbus, Ohio 43266-0411
Telephone (614) 466-0698

RHODE ISLAND

Daniel W. Varin
Associate Director
Statewide Planning Program
Dept. of Admin
Div. of Planning
265 Melrose St.
Providence, Rhode Island 02907
Telephone (401) 277-2656
Please direct correspondence & questions to:
Review Coordinator
Office of Strategic Planning

VERMONT

Bernard D. Johnson
Assistant Director
Off. of Policy Research &
Coordination
Pavilion Off. Building
109 St. Street
Montpelier, Vermont 05602
Telephone (802) 828-3326

WEST VIRGINIA

Fred Cutlip
Director
Comm. Develop. Div.
Building #6, Rm. 553
Charleston, WV 25305
Telephone (304) 348-4010

TENNESSEE

Charles Brown
 St. Single Point of Contact
 St. Planning Off.
 500 Charolette Avenue
 309 John Sevier Building
 Nashville, Tennessee 37219
 Telephone (615) 741-1676

TEXAS

Tom Adams
 Governor's Off. of Bud. & Planning
 P.O. Box 12428
 Austin, Texas 78711
 Telephone (512) 463-1778

UTAH

Utah St. Clearinghouse
 Off. of Planning & Budget
 Attn: Carolyn Wright
 Rm. 116 St. Capitol
 Salt Lake City, Utah 84114
 Telephone (801) 538-1535

WISCONSIN

William C. Carey
 Fed./St. Relations Office
 Wisconsin Dept. of Admin.
 101 South Webster St.
 P.O. Box 7864
 Madison, Wisconsin 53707
 Please direct correspondence/questions to:
 William C. Carey, Section Chief
 Fed./St. Relations Off.
 Wisconsin Dept. of Admin.
 Telephone (608) 266-0267

WYOMING

Sheryl Jeffries
 St. Single Point of Contact
 Herschler Building
 4th Floor, East Wing
 Cheyenne, Wyoming 82002
 Telephone (307) 777-7574

TERRITORIES

GUAM

Michael J. Reidy, Director
 Bureau of Bud. & Mngt. Research
 Office of the Governor
 P.O. Box 2950
 Agana, Guam 96910
 Telephone (671) 472-2285

PUERTO RICO

Norma Burgos/Jose E. Caro
 Chairman/Director
 Puerto Rico Planning Board
 Minillas Government Center
 P.O. Box 41119
 San Juan, Puerto Rico 00940-9985
 Telephone (809) 727-4444

NORTHERN MARIANA ISLANDS

St. Single Point of Contact
 Planning & Budget Office
 Office of the Governor
 Saipan, CM
 Northern Mariana Islands 96950

VIRGIN ISLANDS

Jose George
 Director, Office of Management and Budget
 #41 Norregade Emancipation Garden Station
 Second Floor
Saint Thomas, Virgin Islands 00802
 Please direct correspondence to:
 Linda Clarke
 Telephone (809) 774-0750

In accordance with Executive Order #12372, "Intergovernmental Review Process," this listing represents the designated State Single Points of Contact. Upon request, a background document explaining the Executive Order is available. The Office of Management and Budget point of contact for updating this listing is: Donna Rivelli (202) 395-5090. The States not listed no longer participate in the process. These include: Alabama; Alaska; Kansas; Idaho; Louisiana; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; Virginia; Washington; and Hawaii. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will be made only upon formal notification by the State.

SECTION J

APPLICATION CHECKLIST AND COMMON QUESTIONS AND ANSWERS

Application Checklist

Does your application include each of the following?

- ☐ Cover page (SF 424)
- ☐ Budget form (ED Form 524)
- ☐ Program specific budget form [if applicable]
- ☐ Budget narrative [if applicable]
- ☐ Program narrative, including abstract and responses to the selection criteria
- ☐ Assurances and Certifications [list]

Did You --

- ☐ Provide one (1) original plus two 2 copies of the application (One original and six copies are requested)?
- ☐ Include all required forms with original signatures and dates?
- ☐ Submit a copy of the application to the State Single Point of Contact, if applicable?

- ☐ Mail* Application To: **OR** Hand-deliver* Application To:

Rehabilitation Long-Term Training Program

ATTN: 84.315A, 84.315B or 84.315C
U.S. Department of Education
Application Control Center
400 Maryland Avenue, SW
Washington, DC 20202-4725

Rehabilitation Long-Term Training Program

ATTN: 84.315A, 84.315B, or 84.315C
U.S. Department of Education
Application Control Center
7th & D Streets, SW, Room 3633
Washington, DC 20202-4725

- * Must be received by mail postmarked no later than the closing date or hand-delivered by 4:30 p.m. no later than the closing date.

COMMON QUESTIONS AND ANSWERS

[Below are some examples of Q's & A's that programs may include in their application booklets. Programs may want to add others. Generally speaking, Q's & A's should not repeat information that is given elsewhere in the application. However, there may be exceptions to this "rule of thumb." Q's & A's should not be subregulatory and should not take the place of instructions.]

Q. What happens to my application after it is received in the Department?

- A. The Department's Application Control Center receives each application, assigns each an identifying number (PR/Award number), confirms receipt of applications, and sends the applications to the appropriate program office, which screens them for eligibility. The program conducts a peer review of all eligible applications sent to a program competition, ranks them and recommends the highest ranked applications for funding with exceptions as provided by law. The responsible official for the applicable program reviews the program office's recommendations, checks the adequacy of the documentation supporting the recommendations, and approves a final list, or slate, of recommended projects and funding amounts. RSA Training Division staff discuss the recommendations with the successful applicants and awards the grants.

Q. What happens to my application if the Department finds it to be ineligible?

- A. The Department immediately returns an application that does not meet the eligibility criteria for the particular program. A letter from the Department explaining why it is not being reviewed in the competition accompanies the application.

Q. How does the Department review an application?

- A. Each application is assessed by knowledgeable persons from outside and sometimes inside the Department who are asked for their judgments about the quality and significance of the proposed project. These persons represent a diversity of disciplines and institutional, regional, and cultural backgrounds. The advice of these experts is compiled by Departmental staff who comment on matters of fact or on significant issues that would otherwise be missing from the review. The results are then presented to the responsible official responsible for the program who approves the recommendations for funding.

Q. What Criteria do the reviewers use when scoring an application?

- A. Reviewers score each application using the selection criteria published in the Federal Register as part of the program regulations, which are given in Section F of this application package. Reviewers are instructed to use only the published criteria.

Q. Is a recommended application guaranteed funding?

- A. No. Funding is not final until discussions have been successfully concluded and a grant award notification has been signed by the grants office and mailed to the applicant.

Q. How long does it take the Department to complete the review process?

- A. Most review processes take from four to six months.

Q. How do the invitational, competitive, and absolute priorities differ?

A. Invitational Priority

The Secretary may simply invite applicants to meet a priority. However, an application that addresses invitational priorities receives no competitive or absolute preference over applications that do not meet this priority.

Competitive Priority

If a program uses weighted selection criteria, the Secretary may award selection points to an application that meets the priority. These points are in addition to any points the application earns under the selection criteria. The notice states the maximum number of additional points that the Secretary may award to applications that meet the priority in a particularly effective way. Or the Secretary may simply select applications that meet the competitive priority over applications of comparable merit that do not meet the priority.

Absolute Priority

Under an absolute priority, the Secretary may select for funding only those applications that meet the priority.

Q. Can changes in the size of subsequent year awards be made after the multi-year budget has been negotiated?

- A. Yes, a grantee can renegotiate his or her multi-year budget and may be awarded additional funds if sufficient justification is presented to the Secretary and funds are available. Also, funds can be decreased if it is determined that the multi-year budget was overestimated.

Q. How will funding continuation decisions be made if the Department is phasing out the use of non-competing continuation applications after fiscal year 1995?

- A. Grantees will be required to complete annual performance reports that describe the projects' accomplishments, evaluations, and finances. These performance reports, along with other information, will be used by the Department to decide whether to continue funding projects.

GRANT APPLICATION RECEIPT ACKNOWLEDGMENT

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call:

**U.S. Department of Education
Application Control Center
(202) 708-9495**

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Internet Home Page:

http://www.ed.gov/	(WWW address)
gopher://gopher.ed.gov/	(Gopher address)

GCS Web Internet Page:

http://gcs.ed.gov/	(WWW address)
gopher://gcs.ed.gov/	(Gopher address)

ED Board Computer BBS:

(202) 260-9950